

# CALFRESH (CF) PROGRAM

## REQUEST FOR POLICY/REGULATION INTERPRETATION

**INSTRUCTIONS:** Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: 11/28/16	NEED RESPONSE BY: 12/09/16
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION: Shasta County	
3. PHONE NO.:	7. SUBJECT: Authorized Representatives	
4. REGULATION CITE(S): 63-402.6	8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) <b>NOTE: All requests must have a regulation cite(s) and/or a reference(s).</b> 63-402.6, ACL 14-01, ACL 14-01E, ACL 13-96, ACL 13-75, ACL 16-77	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

Does the appointment of an Authorized Representative have any designated time frame associated with any of the duties listed below (i.e. valid for one year unless revoked, etc.)?

CalFresh Regulations

.6 Authorized Representatives

.61 The head of the household, spouse, or any other responsible member of the household may designate an authorized representative to act on behalf of the household in one or all of the following capacities:

(see page two)

10. REQUESTOR'S PROPOSED ANSWER:

Unknown as regulations do not specify.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

MPP Section 63-402.612 (a) states that an authorized representative (AR) may be designated to obtain benefits. These designations shall be made at the time the application is completed and/or at recertification. (b) even if a household member is able to make application and obtain benefits, the household should be encouraged to name an AR for obtaining benefits in case of illness or other circumstances which might result in an inability to obtain benefits.

Therefore, any changes or updates to AR are to be completed at application and/or recertification. Only in emergency situations can an AR be changed before those times.

### FOR CDSS USE

DATE RECEIVED:

DATE RESPONDED TO COUNTY/ALJ:

JR 12.19.16

# **CALFRESH (CF) PROGRAM REQUEST FOR POLICY/REGULATION INTERPRETATION (Continued)**

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:		5. DATE OF REQUEST: 11/28/16	NEED RESPONSE BY: 12/09/16
2. REQUESTOR NAME:		6. COUNTY/ORGANIZATION: Shasta County	
3. PHONE NO.:		7. SUBJECT: Authorized Representative	
4. REGULATION CITE(S): 63-402.6		8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) NOTE: All requests must have a regulation cite(s) and/or a reference(s). 63-402.6, ACL 14-01, ACL 14-01E, ACL 13-96, ACL 13-75, ACL 16-77	

.611 Making application for the program. When the head of the household or the spouse cannot make application, another household member may apply or an adult non-household member may be designated as the authorized representative for that purpose. The head of the household or the spouse should prepare or review the application whenever possible, even though another household member or the authorized representative will actually be interviewed. The CWD shall inform the household that the household will be held liable for any overissuance which results from erroneous information given by the authorized representative, except as provided in Section 63-503.476. Adults who are non-household members may be designated as authorized representatives for certification purposes only under the following conditions:

## **.612 Obtaining benefits**

An authorized representative may be designated to obtain benefits. These designations shall be made at the time the application is completed and any authorized representative shall be named on the ID card.

## **.613 Using the coupons**

A household may authorize any household member or a nonmember to use its ID card and coupons to purchase food or meals for the household. Individuals disqualified from the Food Stamp Program because of their commission of an intentional Program violation may act as an authorized representative only if no other representative can be found.

## **.614 Emergency authorized representative for obtaining benefits.**

A household shall be permitted to designate an emergency authorized representative to obtain the household's allotment for a particular month when none of the persons specified on the ID card is available.

Verbiage from the CF 285, CF 37, SAWS 2 Plus, SAWS 1

## **HOUSEHOLD'S AUTHORIZED REPRESENTATIVE**

You may authorize someone 18 years or older to help your household with your CalFresh benefits. This person can also speak for you at the interview, help you complete forms, shop for you, and report changes for you. You will have to repay any benefits you may get by mistake because of information this person gives the County and any benefits you want them to spend will not be replaced. If you are an Authorized Representative you will need to give the County proof of identity for yourself and the applicant.

## **Examples:**

Client assigned an Authorized Representative (AR) on their CF 285 (initial application). Does the CF 37 need to have the appointment of the Authorized Representative before the assistance of the renewal?

Client assigned an Authorized Representative (AR) on their CF 285 (initial application). If on the CF 37 the client checked no to the AR does this end the previous AR?

Has the regulations been expanded to include the SAR 7 since the statement on the CF 285, CF 37, SAWS 2 Plus, and SAWS 1, states "and report changes for you"?